

SUBJECT: Reorganization of Office of SEA-DD/S

3. The above adjustments will result in a Table of Organization for the SEA-DD/S of five generalist-administrative positions, one budget and fiscal officer, one administrative services officer, and eight administrative assistant, secretarial, registry and clerical employees. Sub-units of the SEA-DD/S not changed by this reorganization are the Visual Aids Unit and Publications Control Unit, currently authorized eight and ten positions, respectively. This reorganization reduces the SEA-DD/S and attached DD/S components by eight positions through the return of these positions to the home offices of the components concerned. The actual saving in positions resulting from this reorganization is dependent on the capability of the DD/S components concerned to absorb within their offices the functions formerly performed in special units attached to the SEA-DD/S.

4. It is recommended that you approve the transfer of positions numbers 592, 1436, 1437, 433 and 435, as described above, and personnel ceiling to accommodate them.

[Redacted Signature]
Special Support Assistant
to the
Deputy Director (Support)

25X1A

CONCURRENCES:

15/
Director of Personnel

4 Oct 57
Date

*The personnel ceiling for the Office of the DD/S is increased by five and offset by the following personnel ceiling reductions:

15/
Director of Logistics

9 Oct 57
Date

15/
Comptroller

11 Oct 57
Date

- 1 from Office of Personnel
- 2 from Office of Logistics
- 2 from Office of the Comptroller
- 5 *

15/
Deputy Director (Support)

17 Oct 57
Date

25X1A

Distribution:

- O&I - ~~Adm~~
- 1 - D/Logistics
- 1 - SEA-DD/S (withheld)
- 1 - Comptroller
- 1 - Mgmt Staff

3 - DD/S (chronic) subject reading